



## Job Description

### Teacher - Elementary

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Calendar:** 185 Days

**Experience Required:** Successful experience as a teacher is preferred.

**Minimum Education Requirements:** Bachelor's Degree in a related field.

**Department:** Teacher.

**Direct Supervisor:** Building Principal.

**Primary Work Location:** School setting.

**Certification:** Proper certificate in related field.

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**Job Summary:** Teach students basic academic, social, and other formative skills at the elementary level.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Create and follow classroom schedule that includes integrated arts classes, library visits, library lessons, computer lab times, counselor lessons, special assemblies, lunch times, and recess along with regular classroom instruction.
- Create lesson plans and activities to implement and supplement instruction.
- Maintain accurate student records including attendance, grades, and discipline.
- Create and implement a classroom disciplinary plan.
- Encourage the development of social and emotional skills, community building, and behavior management skills.
- Complete and submit forms and required reports in a timely manner.
- Communicate regularly with parents regarding progress and other educational concerns.
- Participate in building grade level and subject area committees.
- Participate in professional development activities.
- Participate as a member of an Individualized Education Program (IEP) team, 504 team, or other student assistance teams as requested.
- Implement special educational plans such as 504 plans, individual educational programs, and individual health plans.
- Report suspected abuse, neglect, discrimination, and harassments as directed by Board policy.
- Collect, organize, and maintain classroom supplies such as crayons, paper, pencils, cleaning wipes, books, art supplies, and snacks.
- Create and display student work in the classroom and on public bulletin boards in the hallway.
- Assist with and supervise dismissal of students daily.
- Complete IEP and various evaluations for Special Education teachers.
- Determine and post learning objectives daily for student and supervisor.
- Attend established traditional school-sponsored activities (e.g., Back-to-School Night, Open House, programs, activities, and faculty meetings).



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- Perform related work as required.

### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Current educational theory and instructional techniques while presenting subject matter to students.
- Fluency and articulation in the English language and composition.
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

#### **Skills**

- Strong written and oral communications and relational skills.
- Social Perceptiveness and being aware of others' reactions and understanding why they react as they do.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

#### **Abilities**

- Identify needs and abilities of individual students and adapt instructional methods accordingly.
- Interpreting educational implications of evaluation results, designing interventions, and providing specially designed instruction.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Read, analyze and interpret professional journals, Board policy, administrative procedures and forms, and governmental regulations and guidance.
- Complete forms, write reports and engage in written correspondence with parents.
- Write clear and complete lesson plans.
- Effectively welcome and embrace differences among employees and students.
- Must be able to successfully complete a background investigation.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

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**Signatures / Date**

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

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Human Resources

\_\_\_\_\_  
Date